United Nations ST/SGB/2003/15

Secretariat

21 November 2003

Secretary-General's bulletin

Organization of the Department of Management

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and in line with the new Financial Regulations and Rules of the United Nations (ST/SGB/2003/7), as well as for the purpose of streamlining the organizational structure of the Department of Management, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The Department of Management formulates policies and procedures and provides strategic guidance, direction and support to all entities of the Secretariat, including the offices away from Headquarters, in three broad management areas, namely, finance and budget, human resources and support services. The specific functions and organization of the Offices of Programme Planning, Budget and Accounts, Human Resources Management and Central Support Services are described in separate Secretary-General's bulletins.

2.2 The present bulletin sets out the structure of the Office of the Under-Secretary-General for Management and describes the functional linkage and supervision of the work relating to the capital master plan (see A/57/285 and Corr.1 and General Assembly resolution 57/292 of 20 December 2002).

2.3 The Department is headed by the Under-Secretary-General for Management, who is supported by the Executive Management Group, comprising the Assistant Secretaries-General of the three offices mentioned in section 2.1, the Executive Director for the Capital Master Plan and the Director, Office of the Under-Secretary-General for Management.

2.4 The Under-Secretary-General, the Assistant Secretaries-General and the officials in charge of each organizational unit, in addition to the specific functions

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set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Under-Secretary-General for Management

3.1 The Under-Secretary-General for Management is accountable to the Secretary-General.

3.2 The Under-Secretary-General is responsible for the formulation of the Organization's management policies and has overall responsibility for the management of the financial and human resources and the support operations and services of the Organization. He or she also directs and manages the activities of the Department of Management, in accordance with the Secretary-General's delegation of authority, particularly as regards the delegation of authority set out in the Financial Regulations and Rules of the United Nations.

3.3 The Under-Secretary-General formulates policies and provides policy guidance, coordination and direction for the preparation and review of the medium-term plan and the biennial budget and provides policy guidance, coordination and direction on management reform issues to programme managers of the Secretariat.

3.4 The Under-Secretary-General represents or ensures the representation of the Secretary-General on matters relating to management in relation to governing bodies, agencies in the common system and administrative advisory bodies and monitors emerging management issues throughout the Secretariat by interacting with the executive committees.

3.5 The Under-Secretary-General is responsible for the overall supervision of the internal system for the administration of justice.

3.6 The Under-Secretary-General is responsible for providing strategic and management direction and coordinating relations with the host country relating to management and facilities issues. He or she also has overall responsibility for the management of facilities and the assignment of office space in the United Nations.

3.7 The Under-Secretary-General is responsible for maintaining close liaison with host-country authorities and Member States on all substantive aspects relating to financial, budgetary, personnel and common services support matters.

3.8 The Under-Secretary-General provides strategic guidance and management oversight concerning the implementation of the capital master plan project.

Section 4
Executive Director for the Capital Master Plan

4.1 The Executive Director for the Capital Master Plan reports to the Secretary-General through the Under-Secretary-General for Management.

4.2 The Executive Director is responsible for the management and implementation of the capital master plan project (see General Assembly resolution 57/292) and, to that end, will rely on the Secretariat's services and facilities to carry out the functions and responsibilities of the capital master plan.

Section 5
Office of the Under-Secretary-General for Management

5.1 The Office of the Under-Secretary-General for Management is headed by a Director, who is accountable to the Under-Secretary-General and is responsible for providing support to the Under-Secretary-General on executive direction and management of the Office and ensuring efficient coordination of the delivery of the programmatic mandates of the Department. The Director also serves as the ex officio Secretary of the Executive Management Group.

5.2 The core functions of the Office of the Under-Secretary-General for Management are as follows:

(a) Advising on and promoting departmental policies and guidelines dealing with specific management issues and problems;

(b) Ensuring the issuance of periodic and ad hoc reports to Member States and addressing their interests and concerns relating to management and oversight matters in the Organization;

(c) Consulting, negotiating and coordinating with other departments, offices, funds and programmes on matters of mutual concern and providing concerted leadership to inter-agency forums such as the High-Level Committee on Management and other inter-agency bodies;

(d) Supervising and advising on change-management activities to support efforts for greater transparency, the development of new tools and systems and the automation of reporting processes;

(e) Providing operational support and coordination of internal and day-to-day management of the Office.

Section 6
Principal Office

6.1 The Principal Office is headed by a Chief, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management. The Office is responsible for providing support to the Under-Secretary-General in the coordination of information and activities in the Department and comprises the Administration of Justice Unit, the secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel.

Administration of Justice Unit

6.2 The Administration of Justice Unit is headed by a Senior Legal Adviser, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management. The core functions of the Unit are:

(a) Establishing administrative policies, procedures and machinery for the efficient and effective functioning of the internal justice system, including taking swift action as necessary and appropriate to deal with staff grievances;

(b) Providing legal advice on the disposition of appeals, staff grievances and disciplinary matters and on the implementation of judgements of the United Nations Administrative Tribunal.

Secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel

6.3 The secretariats of the Joint Appeals Board, the Joint Disciplinary Committee, the Panel on Discrimination and Other Grievances and the Panel of Counsel are each headed by a Secretary or Coordinator, accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management with respect to the operational aspects of their functions; they act independently with respect to the substance of their work.

6.4 The functions of the secretariats are to provide substantive and technical servicing, including assistance in processing appeals, conducting investigations and providing legal and procedural advice and legal and administrative research.

Section 7
Office for Management Improvement and Oversight Support

7.1 The Office is headed by a Chief, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management, and comprises the Management Improvement Office and the Oversight Support Unit.

Management Improvement Office

7.2 The Management Improvement Office is headed by a Chief, who is accountable to the Director of the Office of the Under-Secretary-General for Management. The core functions of the Office are as follows:

(a) Providing advice to offices and initiating actions to implement managerial reforms and achieve higher levels of productivity and performance;

(b) Initiating and supporting activities for the introduction of good management practices and the simplification of administrative processes, rules and procedures, in collaboration with concerned offices of the Department, aimed at reducing the burden of administration and increasing the speed, accountability, transparency and responsiveness of processes;

(c) Providing management review and advisory services to departments, including offices away from Headquarters, and other United Nations entities under the authority of the Secretary-General;

(d) Developing and institutionalizing management performance reporting and monitoring systems.

Oversight Support Unit

7.3 The Oversight Support Unit is headed by a Chief, who is accountable to the Chief of the Office for Management Improvement and Oversight Support. The core functions of the Unit are as follows:

(a) Maintaining close liaison with and follow-up on implementation of the recommendations of the United Nations Board of Auditors, the Office of Internal Oversight Services and the Joint Inspection Unit;

(b) Coordinating internal and ongoing responses and preparing the appropriate parliamentary documentation on the status of implementation of

recommendations of oversight bodies and reporting on those recommendations to the relevant governing bodies and to the Accountability Panel;

(c) Administering internal control and the administration of requests for exceptions to the standard of accommodation for air travel and reporting to advisory and legislative bodies in a timely manner.

Section 8
Executive Office

8.1 The Executive Office is headed by an Executive Officer, who is accountable to the Under-Secretary-General through the Director of the Office of the Under-Secretary-General for Management.

8.2 The core functions of the Office are set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5.

Section 9
Secretariat of the Fifth Committee and of the Committee for Programme and Coordination

9.1 The secretariat of the Fifth Committee of the General Assembly and of the Committee for Programme and Coordination is headed by a Secretary who is accountable to the Under-Secretary-General for Management.

9.2 The secretariat provides substantive and technical review of the work of the Fifth Committee and the Committee for Programme and Coordination.

Section 10
Final provisions

10.1 The present bulletin shall enter into force on 1 December 2003.

10.2 The Secretary-General's bulletin of 15 September 1997 entitled "Organization of the Department of Management" (ST/SGB/1997/11) is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/2003/16

Secretariat

21 November 2003

Secretary-General's bulletin

Organization of the Office of Programme Planning, Budget and Accounts

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Office of Programme Planning, Budget and Accounts, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The Office of Programme Planning, Budget and Accounts:

(a) Is the central service related to programme planning, budget and accounts;

(b) Administers and ensures compliance with the Financial Regulations and Rules of the United Nations and the Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation; and relevant legislative mandates;

(c) Establishes and applies the budgetary and accounting policies and procedures of the United Nations;

(d) Ensures sound financial management of all resources made available to the Organization and ensures their effective and efficient use, directly or through delegation of authority and/or instructions to other offices of the United Nations at Headquarters and overseas;

(e) Accounts for and reports to the appropriate authorities on the use made of United Nations financial resources;

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(f) Facilitates intergovernmental deliberations by the General Assembly and decision-making on the issues of planning, programming, budgeting and accounts of the Organization;

(g) Implements and operates the financial components of the Integrated Management Information System (IMIS), in particular by providing specifications for changes and conducting user acceptance tests, support of the departments and offices with delegated administrative authority and the monitoring of the operations of the system.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by the Assistant Secretary-General, Controller. The Controller and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to those positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Assistant Secretary-General, Controller

3.1 The Assistant Secretary-General, Controller, is accountable to the Under-Secretary-General for Management.

3.2 The Assistant Secretary-General, Controller, is responsible for all the activities of the Office of Programme Planning, Budget and Accounts and supervises five organizational entities, namely, the Accounts Division, the Peacekeeping Financing Division, the Programme Planning and Budget Division, the Contributions Service and the Treasury.

3.3 The Assistant Secretary-General, Controller, administers, as delegated, the Financial Regulations and Rules of the United Nations and ensures compliance therewith; advises the Secretary-General and the Under-Secretary-General for Management on policy matters with respect to the budget, plans, work programmes and finances of the United Nations; represents the Secretary-General in the committees of the General Assembly, the Advisory Committee on Administrative and Budgetary Questions and the Committee for Programme and Coordination in the presentation of the budget outline, the biennial programme budgets and budgets of the criminal tribunals, medium-term plans, peacekeeping budgets and budget performance reports; represents the Secretary-General in other bodies and working groups of the United Nations system and other international forums on budgetary and financial matters; establishes budgetary and accounting policies, procedures and guidelines for the Organization; exercises financial control of the resources of the Organization; and designates and approves of staff members whose functions involve significant financial duties where this authority is to be exercised by the Controller pursuant to the existing rules.[1]

[1] Currently Secretary-General's bulletin ST/SGB/213/Rev.1, entitled "Designation of staff members performing significant functions in financial management, personnel management and general services administration".

Section 4
Office of the Assistant Secretary-General, Controller

The core functions of the Office of the Assistant Secretary-General, Controller, are as follows:

(a) Assisting the Assistant Secretary-General, Controller, in his overall direction, supervision and management of the Office of Programme Planning, Budget and Accounts;

(b) Discharging responsibilities as delegated to the Assistant Secretary-General, Controller, under the Financial Regulations and Rules of the United Nations;

(c) Formulating policy papers, reports and guidelines and providing advice on planning, programming, and budgetary and accounting matters;

(d) Evaluating, reviewing and formulating the terms and conditions of the delegation of the Controller's authority and responsibility under the Financial Regulations and Rules of the United Nations and monitoring the application thereof;

(e) Reviewing all financial agreements outlining the terms and conditions of voluntary contributions, including contributions in kind and non-reimbursable loans in compliance with the Financial Regulations and Rules of the United Nations;

(f) Coordinating interdepartmental activities relating to planning, programming, and budgetary and accounting matters;

(g) Implementing, supporting and operating the finance components of IMIS.

Section 5
Accounts Division

5.1 The Accounts Division is headed by a Director who is accountable to the Assistant Secretary-General, Controller.

5.2 The core functions of the Accounts Division are as follows:

(a) Ensuring proper application of the Financial Regulations and Rules of the United Nations and established procedures relating to accounting matters;

(b) Recording and maintaining all the accounts of the United Nations;

(c) Recording income and expenditure; reconciling bank accounts; and monitoring the expenditures and the financial assets of the Organization;

(d) Preparing financial statements, including the biennial financial report, and the annual peacekeeping financial report; preparing cash-flow reports for regular budget and peacekeeping operations; and preparing other special financial reports as required;

(e) Processing the payment of salaries and related allowances, other benefits and entitlements to United Nations staff; processing payments to vendors and other contractors; and effecting other payments in respect of the financial obligations of the Organization;

(f) Coordinating, establishing and administering the group health and life insurance programme and the property and liability insurance activities of the Organization;

(g) Providing secretariat services to the Advisory Board on Compensation Claims and the United Nations Claims Board; and administering related compensation payments under relevant rules;

(h) Implementing, supporting and operating the finance components of IMIS;

(i) Providing system support for the maintenance of the general accounting system, the payroll system, after-service health insurance, income tax reimbursement processing and support, and, together with the Office of Mission Support of the Department of Peacekeeping Operations, of field accounting and payroll systems used in peacekeeping operations;

(j) Performing the approving officer functions for Headquarters transactions as delegated by the Controller.

Section 6
Peacekeeping Financing Division

6.1 The Peacekeeping Financing Division is headed by a Director who is accountable to the Assistant Secretary-General, Controller.

6.2 The core functions of the Peacekeeping Financing Division are as follows:

(a) Establishing policies, procedures and methodology for the estimation of resource requirements and providing policy guidance, consistent with the Financial Regulations and Rules of the United Nations, on matters relating to the financing of peacekeeping operations;

(b) Preparing annual budgets and performance reports, their related liquidation budgets, and reports on the disposition of assets; annual reports on the support account for peacekeeping operations; and other reports concerning the administrative and budgetary aspects of the financing of peacekeeping operations;

(c) Preparing statements to the Security Council and other reports on activities other than peacekeeping operations authorized by the Security Council in its resolutions;

(d) Monitoring the cash-flow status of the special account for each peacekeeping operation, recommending the short-term investment of cash not immediately required for each of the special accounts; authorizing payment to Governments for settlement of their certified death and disability, contingent-owned equipment and letters-of-assist claims; and, with regard to troop cost reimbursements to Governments, determining average monthly troop strengths, establishing amounts reimbursable and initiating payments;

(e) Providing substantive services to the Advisory Committee on Administrative and Budgetary Questions and the Fifth Committee of the General Assembly on peacekeeping financing issues;

(f) Implementing and operating the finance components of IMIS.

Section 7
Programme Planning and Budget Division

7.1 The Programme Planning and Budget Division is headed by a Director who is accountable to the Assistant Secretary-General, Controller.

7.2 The core functions of the Programme Planning and Budget Division are as follows:

(a) Developing and implementing policies, procedures and methodology and providing guidance, consistent with the Financial Regulations and Rules of the United Nations and the Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation, on matters relating to the programme budget and extrabudgetary resources;

(b) Enhancing the integrated process of planning, programming and budgeting in all sectors of the programme budget of the Organization;

(c) Preparing and presenting to the legislative bodies the Secretary-General's budget outline; biennial programme budgets and budgets of the criminal tribunals; medium-term plans and revisions thereto; budget performance reports; and other reports on budgetary matters, including statements of programme budget implications of new activities, as well as revised or supplementary programme budget proposals;

(d) Establishing control reporting systems and procedures relating to the implementation of programme budgets, medium-term plans and extrabudgetary funds to ensure the economical and proper use of resources;

(e) Providing substantive services on programme and budgetary issues to the Fifth Committee and other committees of the General Assembly, the Economic and Social Council and its subsidiary bodies, the Advisory Committee on Administrative and Budgetary Questions and the Committee for Programme and Coordination;

(f) Implementing and operating the finance components of IMIS.

Section 8
Contributions Service

8.1 The Contributions Service is headed by a Chief who is accountable to the Assistant Secretary-General, Controller.

8.2 The core functions of the Service are as follows:

(a) Facilitating, through the provision of technical services, the work of the Committee on Contributions and other bodies on questions relating to the scale of assessments; contributions; and provision of support to pledging conferences for various United Nations activities;

(b) Notifying Member States regarding all of their assessments and improving the timeliness of receipt of assessed and voluntary contributions;

(c) Improving the capacity to monitor and forecast the Organization's cash flow and to develop strategies to deal with anticipated problems in that regard.

Section 9
Treasury

9.1 The Treasury is headed by a Chief who is accountable to the Assistant Secretary-General, Controller.

9.2 The core functions of the Treasury are as follows:

(a) Ensuring the timely receipt and safe custody of cash resources;

(b) Increasing the earnings potential of funds under management;

(c) Improving the payment systems in order to streamline processing, reduce costs and enhance security;

(d) Enhancing control mechanisms that protect the payment systems, bank account balances and investments of the Organization;

(e) Ensuring that cash concentration benefits are achieved.

Section 10
Final provisions

10.1 The present bulletin shall enter into force on 1 December 2003.

10.2 The Secretary-General's bulletin of 1 June 1998, entitled "Organization of the Office of Programme Planning, Budget and Accounts" (ST/SGB/1998/13), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/2003/17

Secretariat

21 November 2003

Secretary-General's bulletin

Information and Communications Technology Board

The Secretary-General, for the purpose of maximizing the contribution of information and communications technology to the ongoing improvement of the effectiveness and efficiency of programme delivery and management throughout the global Secretariat, promulgates the following:

Section 1
Purposes of the Information and Communications Technology Board

1.1 The mandate of the Information and Communications Technology Board is to ensure coherent and coordinated global usage of information and communications technology across departments and duty stations, in line with the objectives of the Secretariat and the central policy direction provided by the Steering Committee on Reform and Management.

1.2 The overall goals of the Board are to ensure that the information and communications technology needs of departments are identified and met; to ensure maximum standardization of systems; to avoid duplication of efforts; to ensure that all the departments and offices in the Secretariat progressively reach a level of information and communications technology usage consistent with their needs in terms of programme delivery and management; and to ensure that departmental information and communications technology projects and initiatives are aligned with the overall goals and priorities of the Secretariat.

Section 2
Functions

The Information and Communications Technology Board shall perform the following functions:

(a) Coordinate the implementation of the report of the Secretary-General entitled "Information and communication technology strategy" (A/57/620);

(b) Advise the Steering Committee on Reform and Management on the direction the United Nations should take in the implementation and management of information and communications technology on the basis of its ongoing monitoring of the Organization's requirements and industry trends, and update the strategy as directed by the Steering Committee;

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(c) Submit biannual progress reports to the Steering Committee on the implementation of the strategy;

(d) Decide on standards to be implemented Secretariat-wide as proposed by the Information Technology Services Division;

(e) On the basis of departmental plans, coordinate comprehensive analyses of future requirements for infrastructure and services;

(f) Liaise with local information and communications technology committees at offices away from Headquarters, funds and programmes and inter-agency coordination machinery.

Section 3
Composition

3.1 The Information and Communications Technology Board shall consist of a chairperson, who shall be the Assistant Secretary-General for Central Support Services, and members appointed by the Secretary-General, normally managers at the D-1 level, representing all departments at Headquarters and one representative from each office away from Headquarters. Members of the Board should preferably be the chairpersons of departmental information and communications technology committees and, for duty stations away from Headquarters, chairpersons of local information and communications technology committees. The members shall be appointed for a two-year period.

3.2 The Assistant Secretary-General for Central Support Services may assign the Director, Information Technology Services Division, to act as chairperson on his or her behalf, if so required. Alternate members, at the P-5 level, shall be appointed to participate in deliberations that directly concern their department when the member is unable to participate.

3.3 The Board shall invite heads of organizational units and representatives of funds and programmes who are not members to participate in meetings when issues of specific concern to their area of responsibility are being considered.

Section 4
Operations

4.1 The Information and Communications Technology Board shall meet at least once every six weeks.

4.2 The Board shall prepare an annual report of its activities to be incorporated into an overall biennial report on the developments of information and communications technology in the Secretariat.

4.3 Ad hoc task forces, comprising a small number of experienced staff from various departments and offices away from Headquarters, may be established by the Board for the resolution of ad hoc issues, with a very precise mandate and specific time frames for the completion of their tasks. As appropriate, United Nations funds and programmes shall be associated with the work of these task forces.

4.4 All departments and offices away from Headquarters shall establish internal or local information and communications technology groups or committees following the pattern of the Board. They shall establish departmental strategies aligned with

the overall objectives of the Secretariat; maintain and update information on departmental systems, resources and assets; review existing systems to confirm their cost-effectiveness; and ensure that standard methodologies are consistently used for information and communications technology projects. The internal or local information and communications technology groups or committees shall also be responsible for coordinating the implementation of the actions referred to in the report of the Secretary-General at the department or duty station level.

4.5 The departmental representative on the Board or on local committees shall be the liaison between departments and the Board to ensure the consistency of departmental plans and strategies with the overall Secretariat strategy and shall contribute to its constant updating.

4.6 The Information Technology Services Division, in addition to its operational responsibilities for infrastructure, enterprise-wide systems and telecommunications, shall, in consultation with the Board and information and communications technology committees at offices away from Headquarters, formulate policies and standards and provide secretariat support and advice to the Board, the local committees and the task forces.

Section 5
Project Review Committee

5.1 The Project Review Committee is hereby established.

5.2 The purpose of the Committee is to apply uniformly the standards decided upon by the Information and Communications Technology Board to information and communications technology initiatives within the Organization and to recommend whether such initiatives should proceed.

5.3 The Committee shall consist of seven members and seven alternate members:

(a) The Director, Information Technology Services Division, shall be a member and the chairperson of the Committee;

(b) The chairperson of the Board shall appoint, with the approval of the Board, the remaining members: three members shall be appointed each from a different department at Headquarters and three members shall be appointed each from a different office away from Headquarters;

(c) For each member, the chairperson of the Board shall appoint, with the approval of the Board, an alternate member;

(d) The chairperson of the Board shall designate one of the members to serve as the vice-chairperson of the Committee;

(e) The term of appointment for each member or alternate member shall be one year.

5.4 An alternate member may serve in the place of the member, including for the purpose of attaining a quorum, except that no alternate member may serve as the chairperson or vice-chairperson of the Committee.

5.5 Meetings shall be called and presided over only by the chairperson of the Committee, except that he or she may delegate these authorities to the vice-chairperson from time to time.

5.6 A quorum for a meeting of the Committee shall exist when five members or their respective alternate members are present.

5.7 The Committee shall make its recommendations to the chairperson of the Board.

Section 6
Final provisions

6.1 The present bulletin shall enter into force on 1 December 2003.

6.2 Secretary-General's bulletin ST/SGB/2001/5, entitled "Information and Communications Technology Board", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General